

RULES

FOR

THE GOVERNMENT

OF THE

LEICESTER INFIRMARY

AND FEVER HOUSE.

OPEN TO THE SICK POOR

OF ANY COUNTY OR NATION.

ESTABLISHED 1771.

LEICESTER:
PRINTED BY CROSSLEY AND CLARKE,
5, GALLOWTREE GATE.
1871.



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On the 1st of September, 1871.

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Chaplain,

THE REV. LEONARD ADDISON, B.A.

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RULES

FOR THE GOVERNMENT OF

THE LEICESTER INFIRMARY

AND

FEVER HOUSE,

*Adopted at the Annual Meeting of the Governors, held
on the 12th April, 1871.*

GENERAL RULES. PART I.

NAME AND OBJECT OF THE INSTITUTION.

1

THE Buildings known by the name of the Leicester Infirmary, with the Lands and Gardens adjoining, shall be vested in Nine Trustees, Governors of the Institution; and such Trust shall be renewed from time to time, as often as the number of Trustees shall be reduced to Three, or oftener, if a General Board shall so determine.

2

The Infirmary shall be for the reception and relief of the Sick Poor of whatever County or Nation, both as In-patients and Out-patients. Such as require

admittance into the House, shall be received as In-patients, and shall be supplied with proper food and medicines; the Out-patients shall receive advice and medicines. The House of Recovery from Fever, shall be for the class of Patients specified in its Rules, who shall be supplied with all necessary sustenance and medicines from the Infirmary, the cost of the same being repaid from the funds of the Fever House.

THE GOVERNMENT OF THE INFIRMARY.

3

The Government of the Infirmary shall be vested in Boards of Governors, qualified as hereinafter provided.

QUALIFICATIONS OF GOVERNORS.

4

All persons, being subscribers of two guineas or more annually, shall be Governors during payment; and all benefactors of fifty guineas or more at one time shall be Governors during life.

5

The Consulting and Honorary Medical Officers and the Chaplain shall be Governors *ex officio*.

6

The Chief Magistrate of any Body Corporate, the Chairman of any Public Company, or Poor Law

Union, and the precedent partner of any firm, (for the time being,) subscribing five guineas or more annually, shall be a Governor during the payment of such subscription.

7

From the List of the Governors shall be chosen at any General Board, as vacancies shall arise, the following Great Officers, who are to remain such for life, or so long as they continue subscribers or until they shall resign; viz. a President, three or more Vice-Presidents, as may from time to time be determined by the Anniversary Meeting, and a Visitor; to whom every committee and transaction respecting the Infirmary shall at all times be open, and each of whom shall be empowered to call a Special General Board as often as he may judge necessary; giving the like notice as required by Rule 20, for General Boards summoned by the Weekly Board.

8

In addition to the above, there shall be a Treasurer, three Physicians, and three Surgeons; a Chaplain, a House Surgeon and Apothecary, a Matron, and a Secretary; the latter four only shall receive any salary or gratuity from the Infirmary for their services.

9

The Honorary Physicians shall be Fellows or Members of one of the Royal Colleges of Physicians

of London or Edinburgh, or of the King and Queen's College of Physicians in Ireland.

The Honorary Surgeons shall be Fellows or Members of one of the Royal Colleges of London or Edinburgh, or of the Royal College of Surgeons in Ireland. The Honorary Physicians and Surgeons must be registered under "the Medical Act."

Any Honorary Medical Officer who shall have given his services to the Institution for twenty years, may on his retirement be elected a Consulting Physician or Surgeon (as the case may be) at the next Anniversary or any special general meeting of Governors.

The Consulting Physician or Surgeon shall be ready to advise the Weekly Board and the Honorary Medical Officers of the Institution, whenever his advice or opinion may be requested, and he shall be entitled without any request to attend (but not to vote) at any meeting of the Weekly Board, for the purpose of making any suggestions which he may think fit, affecting the management and wellbeing of the Institution; and he shall also be entitled to be present at any operations performed at the Infirmary.

BOARDS OF GOVERNORS.

10

A General Board of Governors shall be held at four stated times every year; viz., on the second

Tuesday in January, July, and October, and on Wednesday in Easter week. The Board in Easter week shall be considered the Anniversary Meeting.

11

The election of the President, Vice-Presidents, Visitor, Treasurer, Consulting and Honorary Medical Officers, Honorary Surgeon-Dentist and Chaplain, and the removal of all Officers, shall be vested in all General Boards, stated or special, thirty or more Governors being present; but the House Surgeon and Matron shall be elected by a Council consisting of thirty Governors to be chosen each year at the Anniversary Meeting, and of the Consulting and Honorary Medical Officers, and the Members of the Weekly Board.

12

The power to make, alter, and repeal Rules shall be in the Anniversary Meeting only, not less than thirty Governors being present, and two-thirds of those voting agreeing in their votes; but previously to any new Rule being made, or any rule being repealed or altered, notice shall be given at the preceding Quarterly Board of the intention to propose any new Rule, or the repeal or alteration of any existing Rule, such notice specifying the terms of any such new Rule, or alteration of any existing Rule: it being, nevertheless, in the power of the Anniversary Meeting to adopt such terms, or to alter or modify them in any way which may appear to such meeting

to be expedient. Every such notice to be advertised with the Anniversary Meeting, or sent by post to each Governor three weeks at least before such Meeting.

13

The ordinary business of the Infirmary shall be conducted by a Weekly Board, consisting of Nine Governors, to be elected as hereinafter mentioned ; and of the Treasurer, the Honorary Physician and Surgeon for the week, and the two House Visitors of the preceding week. The mode of election of such Nine Governors shall be as follows, namely, Nine Governors shall be chosen at the Anniversary Meeting, to be held in Easter week, 1871, three of whom shall retire from office annually* by rotation, two of whom shall be ineligible for re-election for one year, and the Weekly Board shall determine at the first meeting held in the month of February in each year, which of the three retiring Governors shall be eligible for re-election. And at each Anniversary Meeting after 1871, three Governors shall be elected to replace the retiring Members of the Weekly Board.

The Weekly Board shall meet at the Infirmary every Tuesday at half-past Eleven o'clock, at which time the chair shall be taken by the Chairman, or, in

TEMPORARY RULE*.

The Three Governors who shall retire from office in 1872 and 1873 shall be determined at the first meeting of the Weekly Board, held in the month of February in each of those years.

his absence, a Chairman shall be appointed out of the members present. Three of the elected Governors shall be necessary to form a quorum. The Chairman shall have a casting vote. Vacancies that may occur from time to time from death, resignation, or otherwise, in the elected members, shall be filled up at the next Quarterly Board of Governors. Notice of such vacancy to be given in the advertisement summoning the meeting.

14

The Weekly Board shall

1. Elect a Chairman for the year, and also a Finance Committee consisting of three or more members, at their first Meeting after the Anniversary Meeting ;
2. Consider the observations of the House Visitors ;
3. Receive the report of the Medical Officers relating to the admission and discharge of patients, and regulate all matters connected therewith ;
4. Inquire into the conduct of the Officers and Servants ;
5. Examine the accounts, and order payment thereof ;
6. Execute the directions of, and prepare matter for, General Boards so far as they may be acquainted with the business intended to be brought under the consideration of such Boards ;

7. Procure tenders for the provisions and goods required for each quarter, samples of which must be sent to the Infirmary, on a day fixed, for the inspection of the Weekly Board ;
8. Take the necessary steps for providing the supplies, bedding, furniture, and other articles required for the Institution : examine the Wards, and make such arrangements for the management of the House, and for the maintenance of order and subordination therein, as from time to time may be deemed expedient.

15

One of the Great Officers shall preside at all General Boards if present, but if none of them shall be present the Treasurer shall be Chairman ; and in case of his absence, or declining the chair, the Governors present shall elect a Chairman from among themselves ;—the Chairman to have a casting vote. At every General Board the proceedings of the last General Board and also, if required by any Governor, the minutes of any intervening Weekly Board shall in the first instance be read over : and all orders made at one General Board shall be in force until repealed at some subsequent General Board.

16

At the Anniversary Meeting in Easter week, the Treasurer shall be chosen out of the Governors, who shall receive all monies belonging to the Institution, and shall if required give security for the same

to such persons and for such amount as the General Board shall appoint. He shall keep proper accounts of his receipts and payments, which shall be laid before the Weekly or other Boards, whenever called for. He shall pay all bills ordered by the Weekly or General Board, such order being first signed by the Chairman.

17

At the last Weekly Board in December the sum to be paid by the Fever House for maintenance and attendance on Patients shall be fixed for the year then about to close: and the amount due to the Infirmary shall then be ascertained, and be transferred on the 31st of December, or as soon as may be afterwards.

18

When a vacancy shall happen in any of the offices, except that of Secretary, or other Officers appointed by the Weekly Board, the Weekly Board shall summon a Special General Board to fill up the vacancy, in conformity with Rule 11, unless such vacancy shall occur within a convenient distance of time of any General Board, or of the Anniversary Meeting, giving not less than twenty-one days' notice by advertisement in at least two of the local newspapers, and until such election be made, the Weekly Board may appoint a person to act in the vacant office. All testimonials must be forwarded to the Secretary, by each candidate, at least eight days prior to the election, in order that they may be laid before the Weekly Board.

19

The Anniversary Meeting alone shall have the power of determining the Salaries of the Chaplain, House Surgeon, and Matron; but the Weekly Board shall fix the Salaries of and engage the Nurses and Servants, and shall have the power to discharge them. Notice shall be given at the preceding General Board, when it is intended to propose any alteration in an Officer's Salary. The Weekly Board (not less than seven members being present) shall also have power to elect and fix the Salary of the Secretary; and to suspend any of the paid Officers of the Institution, (seven, at least, agreeing in such suspension) entering their reasons for so doing in the Minute Book, and immediately summoning a Special General Board or a meeting of the Council of Governors, appointed under Rule 11, as the case may require; and such Board or Council (as the case may be) shall determine whether the Officer or Officers so suspended shall be continued or dismissed. The Weekly Board in the meantime may, if they think fit, supply the place of the suspended Officer or Officers.

20

The Weekly Board (five members being present) shall be empowered to summon a General Board upon any special occasion, or a meeting of the Council when required, advertising any such meeting in at least two of the Leicester papers fourteen clear days prior to the meeting, and specifying the business to be brought before it.

**Addition made to Rule 21 at Anniversary Meeting held
April 16th, 1873.**

At the end of the second sentence after the word
“given” insert the following words :—

“Such majority to be ascertained, if requested by
the mover of a resolution, or of any amendment
thereto, by ballot.”

21

Five Governors shall constitute a quorum at all General Boards, and be competent to transact all business, except such as under the rules of this Institution shall require the presence of a larger number of Governors. All questions except the making, alteration, or repeal of any rules as specially provided for by Rule 12 shall be decided by the majority of votes given. The presence of thirty or more Governors shall be necessary to constitute a quorum at any meeting of a General Board held for deciding upon the election or removal of an Officer appointed by a General Board, or the making, repealing, or altering any rule. The mode of conducting elections, if contested, or of deciding upon the election, or removal of an Officer, shall be by ballot.

22

At all elections by a General Board the candidate or candidates having the greatest number of votes (whether the same be a majority of the entire number of votes given or not) shall be considered duly elected; and in case of an equality of votes for any two or more candidates, the Chairman shall have a casting vote; and if there be more than one vacancy to be filled up at any Board, the Governors may vote at one time for as many persons as are then to be elected.

23

At all elections by the Council, no candidate shall be deemed elected unless he have a majority of the

votes of the persons present and voting ; and at all meetings of the Council twenty-five members must be present to constitute a quorum.

24

No Governor shall have a vote at any General Board, unless he shall have been a Governor in the preceding year, and shall have paid his subscription for the current year ; nor shall any Governor's vote be admitted at a General Board, if his subscription for the current or any preceding year be unpaid. Ladies shall have the privilege of voting by proxy at all elections by a General Board, such proxy being a Governor ; the appointment of such proxy to be signed by the party, and to be according to the Form set forth in the Supplement, or to the like effect. This Rule shall be read by the Chairman previously to all elections.

25

All benefactions conferring a right for life to recommend Patients, shall be invested, unless the Benefactor specify that the sum given is for the immediate use of the Infirmary ; and all funds of the Infirmary not wanted for immediate use, shall be vested in the names of Trustees, to be appointed from time to time at any General Board, in such securities as shall be directed by any General Board.

26

The Weekly Board shall appoint two Governors or Subscribers to visit the House once or twice a week

for a fortnight, who may inquire into any matter which they may think fit touching the conduct of the Officers and Servants, the comfort of the Patients, and the general management of the Institution, and shall enter their remarks in a book provided for that purpose, which shall be laid before the next Weekly Board.

In case an appointed visitor shall be prevented attending by sickness or other cause, he may depute another Governor or Subscriber to visit in his place ; and in case of the omission of this duty, the House shall be visited by the Chairman, with one or more members of the Weekly Board.

27

A List of the drugs from time to time required for the use of the Institution shall be submitted by the House Surgeon to the Honorary Medical Officers, and afterwards laid before the Weekly Board for their sanction. The Drugs shall be ordered by the House Surgeon, and a book or books kept by him in such mode as shall be approved of by the Weekly Board, for the purpose of showing at all times the quantity of drugs purchased, the prices, and the consumption. Upon emergencies, the House Surgeon shall provide what is necessary, by the direction of the Honorary Medical Officers. No borrowing or lending of drugs shall be permitted.

28

Should a monitory letter to those who have not paid their subscriptions at any time be deemed necessary, the Weekly Board shall direct the Secretary to send one, according to the form in the Supplement.

29

The proceedings of every Board shall be entered in the Minute Book by the Secretary, and signed by the Chairman.

PRIVILEGES OF BENEFACTORS AND
SUBSCRIBERS.

30

Every Benefactor of Twenty-five Guineas at one time, and every Subscriber of One Guinea annually, shall be entitled to recommend One In and Four Out-patients, or Ten Out-patients.

31

Every Benefactor of Fifty Guineas at one time, and every Subscriber of Two Guineas annually, shall have the privilege of recommending yearly Two In patients and Eight Out-patients, or Three In and no Out-patients, or Twenty Out and no In-patients, and in the same proportion for every additional benefaction and subscription.

32

The head or authorized Officer, for the time being, of any Body Corporate, Public Company, Poor Law Union, Township, Parish, or Society, subscribing to the Infirmary, shall have the same power of recommending Patients as a subscriber of equal amount.

33

All Clergymen and Nonconformist Ministers, who obtain Collections from their Congregations, shall

The following Rules were adopted at the adjourned Anniversary Meeting, held July 9th, 1872, in lieu of Rule 33.

33a

Every Congregation, Society, or Association of persons (and these words shall include the employés of Mercantile or other establishments) which shall have contributed the sum of five guineas or upwards in two or more successive years, shall have the privilege of nominating one person, being a member of such Congregation, Society, or Association, to act as a Governor in respect of such contribution, after the second year's payment, and to continue as such Governor for one year from the time of such second payment, and the like privilege of nominating shall extend to the third and every subsequent year in which a contribution to the amount before mentioned shall continue to be made ; the name of the nominee to be sent in writing under the hands of two or more persons purporting to represent such Congregation, Society, or Association, and the contribution for the year 1871 and the year 1872 to be considered as payments within the meaning of this rule.

33b

With respect to the recommendations to be granted to Clergymen and Nonconformist Ministers, where the sum contributed to the funds of the Infirmary shall be over two guineas and less than five guineas,

then there shall be allowed recommendations the same in number and in value as to a subscriber of one guinea, and the right of recommending shall be limited to one year commencing from the date of payment, no other privilege being, however, conferred ; but where the sum contributed by any Congregation, Society, or Association, confers the privilege of nominating a person to act as Governor, then the nominee shall be entitled to the like number of recommendations for every contribution amounting to five guineas as an annual subscriber to the amount of two guineas, and in the same proportion for every additional contribution of five guineas, but no Congregation, Society, or Association, shall divide its contribution so as to entitle it to nominate more than one Governor, and in case any person nominated as a Governor shall at the same time be a Governor in his own right, his private right shall be considered as suspended whilst he shall be such nominee.

receive, where the sum paid to the Treasurer be two Guineas and less than four Guineas, the same recommendations as a Subscriber of one Guinea, and for every four Guineas so paid, the same recommendations as a Subscriber of two Guineas is entitled to. This rule, however, shall not confer any other privilege, and the right of recommendation shall be confined to one year, commencing from the time of payment.

34

The Consulting and Honorary Medical Officers shall have the same privilege of recommending as Subscribers of Five Guineas annually.

35

No Subscriber shall have more than Two In-patients in the House at the same time.

36

Every Subscriber may depute another Subscriber to recommend Patients in his stead, on observing form 2 of the Supplement.

PAYMENT OF SUBSCRIPTIONS.

37

All Subscriptions shall commence from the first day of January, and be considered as payable in advance for the current year.

38

Every Subscription shall be supposed to continue during the life of a Subscriber, unless he shall with-

draw it by a letter addressed to the Secretary before the first day of January.

39

No Subscriber shall be entitled to recommend if his Subscription for the year ending the thirty-first of December preceding, or for any former year, be unpaid.

ORDER OF PROCEEDING AT THE
WEEKLY BOARD.

40

To enter in the Minute Book the names of the Governors present.

41

To read the Minutes of the last Weekly Board, and to dispose of any business arising out of the same.

42

To discharge such Patients as are judged fit to be discharged, and to recommend those who are cured, or relieved, to return thanks on the Sunday following, at their respective places of worship; and also to return thanks to their Physicians, Surgeons, and Recommenders.

43

To receive and examine the recommendation papers of the Out-patients admitted during the preceding week.

To receive the House Surgeon's report of the number of vacant beds, and his list of Patients admitted into the House as accidents or cases of emergency since the last Weekly Board, and of such Patients as shall have been in the House eight weeks.

44

To admit as In-patients such as appear, on examination, to be proper, charging them that they must observe the Rules of the Infirmary which are put up in their Wards, conform to the directions of their Physician or Surgeon, obey the House Surgeon and Matron, not receive provisions or medicines from any one out of the House, nor give any money or gratuity whatsoever to the Nurses, or other Servants; the Board at the same time informing the In-patients that they will be liable to be discharged for any misbehaviour, and rendered incapable (except under extraordinary circumstances) of a future admission, and on their discharge receiving from the Patients any representations which they may wish to make in regard to their treatment.

45

To record in a book kept for the purpose, all Benefactions and Legacies.

46

To examine and give an order for payment of the Matron's incidental expences; and to inspect the Cellar and other Books.

47

To read the entries in the Chaplain's and the Visitors' Books, and take into consideration the subjects noted therein ; together with any new business which it may be proper to bring before the Board ; and to appoint Visitors.

48

At the end of every quarter to receive the Tradesmen's Bills, which have been previously examined by the Finance Committee ; and to pass and order payment of the same, if approved of.

49

The Minutes of the Day to be signed by the Chairman at the close of the meeting or at the commencement of the next meeting.

DIRECTIONS FOR THE HOUSE VISITORS.

50

The Infirmary is to be inspected by the House Visitors once a week at least, in the course of the fortnight for which they are appointed. A paper shall be furnished to each Visitor containing the following enquiries, which they shall make, and report upon in the Visitors' Book.

1. Whether there is any ground of complaint against the House Surgeon, Apprentices and Pupils, Matron, Nurses, or Servants.

2. Whether the Patients have been duly attended by the Physicians or Surgeons, and their medicines dispensed to them without delay.

3. Whether Prayers have been duly read.

And they shall make such further enquiries as they may think necessary touching the comfort of the Patients, and the general management of the Institution.

51

They shall examine the Meat, Provisions, and Malt Liquor brought into the House, and ascertain whether the same be of proper quality.

52

They shall inspect the Outbuildings, Walks, Cellar, &c., at least once during their fortnight: and on their return from visiting the Wards, the House Surgeon, Matron, Nurses, and Servants, shall be ready to attend them in the Board Room, to answer all their questions; and they shall enter and sign any remarks they may have to make, in a book provided for that purpose, which is to be examined every week by the Board.

ADMISSION AND DISCHARGE OF PATIENTS.

53

The In-patients shall be admitted every Tuesday by the Weekly Board, between the hours of eleven and one; and none shall be admitted after one, except on extraordinary occasions.

In-patients may be discharged on Tuesdays by the Weekly Board, and on Saturdays by any one or more members of the Weekly Board authorized by it for this purpose. A list of those to be discharged shall be given by the House Surgeon to the Secretary by half-past ten o'clock ; and none shall be discharged without appearing before the Board or before one or more members of the Board authorized as before mentioned, except in special cases where the House Surgeon, with the sanction of the Honorary Medical Officer under whose care the Patient shall then be, shall feel himself called upon by the circumstances to give such discharge ; which circumstances he shall state to the next Weekly Board.

54

If a sufficient number of Governors do not meet on the day appointed for the admission of Patients, the Physician and Surgeon of the week shall then discharge such patients as are ready to be discharged, and admit such as shall offer themselves and be approved of.

55

No In-patient shall be admitted without the recommendation of a Subscriber or Benefactor, except in cases of emergency, and the House Surgeon after receiving such Patients shall give early notice to the Physician and Surgeon of the week, and report the same to the next Weekly Board.

56

All persons recommended as In-patients shall bring with them a change of clean linen, and also a Certificate, signed by an Overseer of the Parish to which they belong, or by some responsible person, undertaking to remove them on notice being given, and to pay the funeral expences in case of death, unless a general undertaking to the like effect shall have been given by the Board of Guardians of the Poor Law Union, or by the Overseers of the Parish in which the residence of such In-patients shall be situate.

57

No persons shall be admitted who are able to pay for medical treatment, and no one shall be admitted, or remain as an In-patient, who is capable of receiving equal benefit medically as an Out-patient; and no Soldier (except a Soldier on furlough) shall be admitted an In-patient until his Officer has engaged to pay his subsistence money to the Infirmary during such time as he shall continue there.

58

No woman in an advanced stage of pregnancy,—no child under six years of age, except in cases of fracture, and such as require surgical treatment,—no persons disordered in their senses, subject to confirmed epileptic fits, suspected of having any infectious distemper, or of being in a dying condition, or incurable, or affected with inveterate ulcers, shall be admitted as In-patients, or, if inadvertently admitted,

be suffered to continue, unless such Patients be too ill to be safely removed.

59

A letter, signed by the Chairman, (for Form of which see the Supplement,) shall be sent to every Subscriber or Benefactor recommending a Patient, when the person recommended is not admitted, or is made an Out-patient instead of an In-patient; and a notice shall be sent by the Secretary to the recommender upon every Patient's discharge, stating the circumstances under which the discharge is given.

60

When there shall be want of room in the Infirmary for the admission of such as are properly recommended and qualified to be In-patients, the preference, in cases of equal exigency, shall be given to those who live at the greatest distance, or to those recommended by such Subscribers or Benefactors as have not recommended any In-patients within the year.

Those who cannot be admitted as In-patients, may, with the approbation of the Medical Officers, be treated as Out-patients until received into the Infirmary as In-patients.

61

A proper number of Beds shall always be reserved for accidents, and for such cases as admit of no delay.

62

All such as are admitted into the Infirmary, and in two months receive no benefit shall be discharged,

unless the Physician or Surgeon certify to the Board that there is a probability of a cure, or of considerable relief, but no Patient shall remain in the Infirmary for more than eight weeks without a fresh recommendation. In like manner a fresh recommendation shall be required for the continuance of Out-patients beyond six weeks.

63

Wards in convenient parts of the House shall be opened for the reception of Venereal Patients.

64

There shall not be in the house at any one time more than Six Male and Six Female Venereal Patients; nor shall any Venereal Patient be admitted more than once, without the special leave of the Weekly Board, after the Physician or Surgeon shall have examined such Patient.

65

No relation, friend, or acquaintance, shall be permitted to visit any Venereal Patient, without the express permission of the House Surgeon.

66

No Venereal Patient shall have any communication with the other Patients.

67

All Patients shall be enjoined to return public thanks in their respective places of Divine Worship, upon their recovery or relief.

MEDICAL LIBRARY.

68

A Library of Medical, Chirurgical, and Anatomical Books, and of such as are intimately connected with the Science of Medicine, shall be maintained in the Infirmary; for which purpose voluntary donations shall be accepted. And if it should be found necessary, a sum not exceeding ten per cent. (the same to be determined on and ordered by a Weekly Board) out of each Apprentice or Resident Pupil's Fee, shall be appropriated for the purchase of books.

69

No books shall be purchased or received, but such as shall be approved by a majority of the Honorary Medical Officers of the Infirmary.

70

The House Surgeon shall be considered as the Librarian. He shall enter in a book, the title, size, edition, and price of every book so purchased or received, and shall produce such catalogue at any Quarterly or Weekly Board, when required; and he shall cause to be imprinted upon the titlepage of every book, "Leicester Infirmary," and also upon each plate which such book may contain.

71

The Library shall be open to the Honorary Medical Officers, House Surgeon, Apprentices, and

Resident Pupils. Any books, (except books on Surgical Anatomy,) may be taken from the House by any of the Honorary Medical Officers, the time of taking the same to be entered into a book to be kept for that purpose, and the same to be returned in all cases within fourteen days, or at any time earlier if required by any of the other Honorary Medical Officers.

MISCELLANEOUS RULES.

72

No Patient, or Person connected with the Infirmary, shall, on pain of expulsion, give to or take from any Tradesman, Patient, Servant, Stranger, or other Person, any fee, or gratuity, directly or indirectly, for any service done or to be done, on account of the Infirmary.

73

A Table of Rules relating to the conduct of Patients, Nurses, and Servants, shall be put up in a conspicuous place in each of the Wards.

74

An Inventory of all the Household Goods and Furniture belonging to the Infirmary, shall be kept by the Secretary, and a Copy thereof by the Matron; and the Finance Committee shall examine the same in January in each year, and compare it with that of the

preceding year, as well as with the account of what has been purchased since, and shall add to it the new articles.

75

A Cellar Book shall be kept by the Matron, or other person appointed by the Weekly Board, in which shall be inserted an account of all Wines, Spirits, and Malt Liquor, brought into or made in the House, and shewing the consumption of these articles, with all necessary dates and particulars, and the stock from time to time in hand. Such book to be laid before each Meeting of the Weekly Board.

76

A Dietary shall be drawn up by the Physicians and Surgeons, and submitted for the approbation of the Weekly Board; after which it shall be entered on their Minutes, subject to revision from time to time under the same regulations; printed copies shall be kept by the Medical Officers, House Surgeon, Matron and Secretary.

In particular cases the Physician or Surgeon may order any article of food not included in the Dietary. But no Provisions or Liquors shall be brought to the Patients by their friends.

77

A Charity Box or Boxes shall be set up in some convenient place or places, to each of which there shall be two locks; the key of one to be kept by the Treasurer, and the key of the other as the Weekly

Board shall direct; and the Money therein collected shall be applied to the use of the Institution.

78

The House Surgeon, Matron, and Servants, shall be ready to attend the House Visitors, in the Board Room; and when the House Visitors enter the Wards, the Nurses are to withdraw, and the Patients to remain at their respective beds.

79

All Deeds, Evidences, and Writings, relating to the Infirmary, or, where the originals cannot be obtained, attested copies thereof, shall be preserved in a Chest provided for that purpose, and secured by two locks; and the keys shall be kept by such persons as shall be appointed by a General Board. The Secretary shall preserve, under lock and key, at the Infirmary, all occasional papers, Books filled up, Letters, and Memoranda, which may be of any use in future.



PART II.

**Rules for the Officers, Nurses, Servants,
Patients, &c.**

TREASURER.

1

THE Treasurer (according to Rule 16, Part 1,) shall receive all monies belonging to the Infirmary. And whenever a Donation, Legacy, or other Monies, shall have been paid to him for the use of the Institution, he shall report the same to the next Weekly Board. He shall make no payment without an order from a Weekly or General Board, signed by the Chairman. Receipts for subscriptions shall be made according to the form in the Supplement, or to the like effect.

PHYSICIANS AND SURGEONS.

2

One of the Physicians and one of the Surgeons shall in rotation attend at the Infirmary every Tuesday morning at Ten o'clock, before the Meeting of the

Weekly Board. They shall examine such persons as are recommended as In-patients and certify to the Board their opinion upon the admissibility of each. One of the Physicians and one of the Surgeons shall also in rotation attend at the Infirmary on every Monday, Wednesday, and Friday, at Ten o'clock, for the purpose of admitting Out-patients, when they shall also prescribe for such Out-patients as shall have been previously admitted by them. Each Physician and each Surgeon shall visit the whole of his Patients in the House at least once in each week.

3

The days and hours of attendance of the Honorary Medical Officers shall be fixed by an arrangement amongst themselves. They shall also visit their Patients in the house at such other times as they shall deem likely to be of advantage to them, or whenever they shall have notice from the House Surgeon of any emergency. They shall notify to the House Surgeon from time to time all such Patients as may fitly be discharged.

4

In case of the absence of any Physician or Surgeon on any of his appointed days of attendance, he shall notify the same to the House Surgeon who shall act as his substitute for the day. And on the occasion of protracted absence from illness or other cause, his duties shall devolve on the next Physician or Surgeon in rotation, to whom due notice shall be given, and if

his engagements prevent his attending to them, they shall be undertaken by the other Physician or Surgeon.

5

A book shall be kept by or under the direction of each of the Physicians and Surgeons, in which the names of the respective patients shall be entered, with their treatment, such book not to be inspected without the permission of the Medical Officer by whom the book is kept.

6

Consultations shall be held between the Physicians and Surgeons in such cases as may seem to require it, and each Medical Officer shall consult with any of his colleagues whenever he may be requested to do so.

7

No amputation or any other principal operation shall be performed in the Infirmary, without a previous consultation being called of the Physicians and Surgeons, (of which due notice shall be given by the House Surgeon,) except in cases of emergency.

8

As far as possible all important operations shall be appointed for a fixed day and hour, and notice shall be posted in the Surgery, one day at least before the day of operation, for the information of the Medical Officers, Pupils, and others, who may be under invitation to witness the practice of the Infirmary.

9

The Honorary Medical Officers shall, in rotation, quarterly or otherwise, as they may determine, inspect the Drugs, Medicines and Instruments, and see that they be of a proper quality, and fit for use ; and that the Drug Check Book be regularly kept by the House Surgeon.

10

The Honorary Medical Officers shall be allowed to introduce any number of Apprentices or Pupils, first giving in their names to the Weekly Board, and having them entered in the minutes with permission to attend at the Infirmary. But no Pupils or Apprentices are to dress the Patients, unless under the direction of one of the Surgeons, or of the House Surgeon ; nor shall they be allowed to perform any but the minor operations.

11

All Pupils of regularly authorized Medical Practitioners, shall be admitted to attend the practice of the Infirmary, at such times, and under such regulations as the Weekly Board, in conjunction with the Honorary Medical Officers, shall from time to time determine upon.

12

A Case Book shall be provided for each of the Honorary Medical Officers, in which shall be recorded by the House Surgeon, or by the Senior Pupil under his direction, a short statement of any extraordinary

and important cases that may occur, with the requisite particulars as to the treatment, progress and issue of the same, such books not to be open to inspection, except with the approbation of the Honorary Medical Officer for whom such Case Book shall have been provided, so long as he remains attached to the Institution; but such Case Book shall be considered as the Property of the Governors.

SURGEON DENTIST.

13

There shall be an Honorary Surgeon Dentist to the Infirmary, who shall be a Licentiate in Dentistry of one of the Royal Colleges of Surgeons of London, Dublin, or Edinburgh.

He shall attend at the Infirmary on certain appointed days at ten o'clock, for the purpose of treating such Out-patients as present themselves for his advice, as also such other patients as he may be requested to see by the Honorary Physicians and Surgeons.

14

The holder of such an appointment shall be ex-officio a Governor of the Infirmary, but such appointment shall not entitle him to any other privileges, nor constitute him one of the Staff of Honorary Physicians or Surgeons.

CHAPLAIN.

15

The Chaplain, or some other Clergyman deputed by him, with the approbation of the Weekly Board, shall, on every Sunday, perform two services, (one in the male, and one in the female ward,) the Morning service to commence at ten o'clock, and one service on Wednesday and Friday mornings, in each of the large wards in rotation—the morning services to commence at half-past ten o'clock. The House Surgeon and the Resident Pupils, the Matron and Servants, if disengaged from necessary business, and all the Patients in the House, who are able, shall attend their respective services, but on no occasion shall patients of opposite sexes meet in each other's ward. He shall use such parts of the Liturgy as he, with the approbation of the Visitor, shall judge most suitable: and shall deliver a short lecture on each occasion—the whole service not to exceed three quarters of an hour. He shall go into all the other wards once at least in every week; and on mornings not occupied by the services previously directed, he shall, in one or more of them, between the hours of half-past ten and a quarter past eleven, read and explain some portion of Scripture, with prayer. He shall administer the Sacrament of the Lord's Supper at his discretion. He shall also diligently devote himself to the individual visiting of such Patients as may request his offices, or who may be considered by

the Medical Officers, or in their absence by the House Surgeon, in a fit state to receive him—the House Surgeon notifying to the Chaplain any cases to the contrary. Whenever the Medical Officers shall represent to the Chaplain that the performance of any of his duties would be injurious or improper, the duty shall be omitted on that occasion. He shall assemble the convalescent at the Fever House, and the Servants who are disengaged, every Sunday, in any vacant ward, or in the Nurse's room, for the purpose of prayer and religious instruction; and shall visit individual Patients with the approbation of the Medical Officers.

The Chaplain shall attend at the Infirmary, for the purposes above-mentioned, three days at least in every week, besides Sunday, Wednesday, and Friday.

16

Any Patient who shall express a desire to that effect, may see the Minister of the denomination to which he belongs; and no Officer, Servant, or Patient expressing a conscientious scruple, shall be required to attend the stated Services of the Institution.

HOUSE SURGEON AND APOTHECARY.

17

No person shall be eligible to the Office of House Surgeon and Apothecary unless he be a Fellow or Member of the College of Surgeons of London, Edinburgh or Dublin; and also a Licentiate of the Royal College of Physicians, London, or of the Apothecaries' Company of London; and shall have been registered under "the Medical Act."

18

The House Surgeon and Apothecary shall have Furnished Apartments, Board and Washing, in the House, and shall be charged with the general superintendence of the establishment. He shall not entertain friends or visitors without the permission of the Weekly Board.

19

He shall fix a ticket on each Bed, specifying the name of the Patient, together with that of the Physician or Surgeon—or Physician and Surgeon, if the case be partly medical and partly chirurgical—and the class of diet prescribed, and shall take care that the ticket so fixed corresponds with the Physician's or Surgeon's book.

20

He shall keep a Diet Book in which he shall enter the number of Patients on each class of diet, and shall daily furnish the Matron with the same.

21

He shall report to the Weekly Board the number of vacant Beds in the House; and shall deliver a list of such Patients as shall have been in the Infirmary two months; he shall also report the number of In- or Out-patients received during the preceding week, distinguishing whether as cases of accident or emergency, and bring under the notice of the Board any

instances of misconduct or irregularity on the part of the Patients or Nurses.

22

He shall visit the Wards every morning and evening, and inquire into the state of health of each Patient, and report whatever may be necessary to the Physicians and Surgeons at their next visit.

23

He shall not prescribe without the permission of the Physicians or Surgeons, excepting in cases of necessity, when they cannot be consulted, or in conformity with Rule 4, Part 2.

24

He shall accompany the Physicians and Surgeons through the Wards of the Infirmary and Fever House when visiting their Patients, and if at any time absent from the Infirmary shall leave notice with the Matron where he may be found, and in case of sickness, or when under leave of absence, he shall provide a substitute to be approved of by the Physicians and Surgeons and the Weekly Board. He shall take care that the House is never left during his temporary absence without an Apprentice, or Pupil, capable of taking charge of the Patients.

25

He shall have charge of the Drugs and Medicines, of which he shall take stock every three months.

He shall also keep a correct inventory of all Instruments, and see that they are in good order and fit for immediate use; that all proper dressings and applications be prepared for the Surgeons; and shall assist them when required.

He shall also take charge of the Medical Library and Museum, and keep Catalogues of the same.

26

He shall immediately send to the Physician or Surgeon of the week notice of all severe accidents or emergencies which may be admitted, and if the necessity of the case require it, and the services of the Physician or Surgeon of the week cannot be at once secured, then he shall be empowered to call in the Physician or Surgeon next in rotation: and when any such cases of accident or emergency are received in the night, he shall take charge of them until morning (unless requiring operation) and make an early report.

27

He, or the Senior Pupil under his direction, shall regularly minute the progress of all operations, and of all important medical and surgical cases in the respective books of the Medical Officers, and shall see that the cases which require dressing are attended to by Twelve o'clock.

28

He shall in the practice of his profession be strictly confined to his duties connected with the Infirmary.

29

The House Surgeon shall permit one Pupil or more to be bound Apprentice to him, whenever a General or Weekly Board shall require it; the Infirmary having the exclusive benefit of the premium and services of such Apprentice or Apprentices, and the House Surgeon to whom such Pupil shall be bound being indemnified from the funds of the Institution; and in case the House Surgeon shall leave, or be removed during such Apprenticeship, he shall duly assign or transfer the Apprentice or Apprentices to his Successor, at the expense of the Infirmary.

30

He shall attend Divine Service whenever performed in the House, if disengaged from necessary business.

APPRENTICES AND PUPILS.

31

The House Apprentices and resident Pupils shall never be absent from the House, without the permission of the House Surgeon, who shall fix the hour for their return.

32

The name of every Gentleman wishing to become an Apprentice shall be entered on the Books at a Weekly Board, at least one month previous to his

being received into the House, in order to give time for inquiry ; and he shall not be articulated until he has resided in the House three months, when, if all parties approve, he shall be bound, at his own expence, to the House Surgeon for the time being (but liable to be assigned to any other House Surgeon who may be chosen in his room during his apprenticeship), for the term required by law for such apprenticeship, unless he shall have served a part of his time previously with any other Surgeon.

He shall consider the House Surgeon as his master in all professional and domestic matters. The Infirmary shall provide him with Board and Lodging.

33

The Apprentices and Pupils shall be expected to be present every time the Chaplain attends for the performance of Divine Service, unless engaged in necessary business.

AUDITOR.

34

A professional Auditor shall be appointed at such Salary as shall be determined upon by the Weekly Board.

MATRON.

35

The Matron shall visit the Wards and Offices every day, and take care that the chambers, beds, clothes and linen be kept clean.

She shall have the superintendence of the Servants, Nurses, and Patients, over whom she is the responsible mistress ; and in case of misbehaviour in them, or in any other of the Inmates, she shall inform the House Surgeon, that the same may be reported to the Weekly Board.

She shall be careful that the Patients have their prescribed diet, and shall not serve any wine or spirits, without a written order from the House Surgeon.

36

She shall take charge of the Household Goods and Furniture, according to the Inventory, and be ready to give an account thereof, when required ; and shall notify to the Weekly Board, such articles as are from time to time wanted.

She, or some other person appointed by the Weekly Board, shall receive, weigh, measure, and take care of the provisions, and other necessaries brought into the House ; keep a regular account of them in a check book to be laid before the Weekly Board every Tuesday ; and shall preserve and file all tradesmen's check bills, and shall keep the cellar book referred to in Rule 75, Part 1, to be also laid before the Weekly Board.

She shall give an account to the Weekly Board of any property belonging to Patients who have died in the House, and not dispose of the same, but under the direction of the Weekly Board.

37

She shall have charge of the keys of the Outer

doors, and see that they be locked at nine in the evening from Michaelmas to Lady Day, and at ten in the evening from Lady Day to Michaelmas.

She shall never be absent from the House without acquainting the House Surgeon, nor shall she entertain friends or visitors without the permission of the Weekly Board.

38

She shall attend Divine Service at the stated times of its performance in the Wards, if disengaged from necessary business; and shall be ready to meet the House Visitors in the Board Room when called for, and to answer any questions they may put to her respecting the economy of the House.

SECRETARY.

39

The Secretary shall attend every Weekly, General, and Special Board, to minute down and register all Proceedings; and be always ready to produce the Books and Accounts of the Infirmary, fairly written. He shall apprise the Chairman of each Board of the several matters required by the Rules to be transacted, and of any business referred to it by former Boards, and officially notify the Orders of the Boards to the persons concerned therein. He shall also preserve, and be ready to produce all such documents as may require preservation. And at the

close of every year, he shall, with the assistance of the Honorary Medical Officers and House Surgeon, draw up a report of the state of the Institution, which shall be published for the information of the Subscribers, after having received the sanction of the Weekly Board.

40

He shall enter in a Register, to be kept for the purpose, the names of the In-patients and of the Out-patients, the parish or township they belong to, by whom recommended, when admitted, when discharged, and in what state.

41

He shall give notice in writing to the Physician and Surgeon whose turn it is to admit Patients the following week ; as also to the House Visitors immediately upon their appointment.

42

He shall not divulge the proceedings of the Governors, nor report anything which may be said in relation to tradesmen and others.

43

He shall, if required, give Security to the Governors for the proper discharge of his duty.

NURSES AND SERVANTS.

44

The Nurses shall clean their respective Wards by seven in the morning, from the first of April to the

first of October; and before eight, from the first of October to the first of April.

45

The Nurses and Servants shall obey the House Surgeon as their Master, and the Matron as their Mistress; and must behave with tenderness to the Patients, and with civility and respect to strangers.

46

The Nurses and Servants shall never be absent from the Infirmary, without the permission of the House Surgeon and Matron; and shall always report themselves to the Matron immediately on their return.

47

No Nurse or Servant shall receive any fee, gratuity, or reward from the Patients, or their friends, for any service done, or to be done, on account of the Infirmary.

48

The Nurses shall, on the death of any Patient, make a report to the Matron of all the effects in the House belonging to such Patient, that she may report the same to the Weekly Board.

49

The Nurses shall always withdraw when the House Visitors enter their wards, unless desired by them to remain.

50

The Nurses shall observe every morning if there be any provisions left by their respective Patients, and shall deliver all such to the Matron; it being required that each Patient be daily served with fresh provisions.

51

The Nurses and Servants shall regularly attend Divine Service in the Wards, unless prevented by necessary business.

PORTER.

52

The Porter shall not allow any In-patients to go out of the Infirmary without the permission of the House Surgeon, nor admit any stranger, except on business.

53

He shall obey the orders of the House Surgeon and Matron, and do such work in the Establishment, as they, or either of them, may direct.

LABORATORY MAN.

54

A competent person shall be hired as assistant in the Laboratory, and to do such other business in the House as the House Surgeon and Matron may require.

IN-PATIENTS.

55

No Patient shall go out of the Infirmary without leave from the House Surgeon, or remain out of the House all night, on pain of expulsion.

56

No Patient shall sit up after Eight o'clock in the Winter, or after Nine o'clock in the Summer, unless the House Surgeon should, on any particular occasion, direct otherwise; and every one (unless ordered to the contrary by his Physician or Surgeon) shall rise by Seven in the Summer, and by Eight in the Winter.

57

There shall be no swearing, gambling, rude or indecent behaviour. No smoking shall be allowed within the House, on pain of expulsion after the first admonition.

58

Such Patients as are able and willing may, under the sanction of the House Surgeon, be employed in cleaning the Wards, and such other service as the Matron shall require.

59

Such In-patients as are able, shall attend Divine Service in the Infirmary at the appointed times, and

on no occasion shall the men Patients go into the women's Wards, nor any women Patients into the men's Wards. Nor shall the Patients go into any Ward but their own without leave of the House Surgeon.

60

The Patients shall not be visited by their friends on Sundays, except under extraordinary circumstances of distance, &c., and by special leave from the House Surgeon, or Matron in his absence.

61

No one who shall have been discharged for irregularity shall be admitted again as a Patient of the Infirmary, unless by a special direction of the Weekly Board, or where the person may have met with an accident, or stand in need of immediate assistance.

62

The In-patients are enjoined to return public thanks in their respective places of Divine Worship, after their discharge, for their recovery or relief.

OUT-PATIENTS.

63

Recommendations for Out-patients shall be received on three days in each week, namely, Monday, Wednesday, and Friday, by Ten o'clock, for which

purpose one Physician and one Surgeon shall be in attendance, in rotation, when they shall also prescribe for such Out-patients as shall have been previously admitted by them. In case of the absence of the Physician or Surgeon of the day, the House Surgeon shall be empowered to prescribe on that particular occasion.

64

They shall be assisted with advice and medicines, and, where thought proper, supplied with bandages and with trusses gratuitously, or on payment of such moderate sum, if any, as shall from time to time be fixed by the Weekly Board.

65

They shall return all phials or gallipots ; and no fresh medicines shall be given them, if they fail to comply with this Rule.

66

They shall attend at the Infirmary on the days appointed by the Physician and Surgeon ; and if any absent themselves twice together, without a reasonable cause, allowed to be such by the Physician or Surgeon, they shall be considered as discharged.

67

Out-patients discharged for misconduct shall not be received again, without special leave of the Board.

68

Out-patients on their discharge shall receive from the House Surgeon a paper, enjoining them to return public thanks in their respective places of worship for their recovery or relief, and requesting them to appear before the next Weekly Board, if they wish to make any representation respecting their treatment, but no complaint shall be entertained by the Board of which notice is not given to it within one month of the discharge of the Patient.



SUPPLEMENT TO THE RULES.

1. *Form of a Recommendation.*

GENTLEMEN.

I recommend to your examination, A. Z. of the parish of
whom I believe to be a real object of charity,
and desire he may be admitted an Out (or In) patient of the
Infirmmary, if duly qualified.

I am, Gentlemen,

Yours respectfully, A. B.

To the Governors of the Leicester Infirmmary.

In-patients are desired to bring the following Certificate, signed by an Overseer of the Parish to which they belong, unless a general undertaking to the like effect shall have been given by the Board of Guardians of the Poor Law Union, or by the Overseers of the Parish in which the residence of such In-patients shall be situate.

I do hereby certify, that the within-named patient belongs to the Parish of _____ and that I will remove h
from the Infirmmary on notice being given, and will pay the Funeral expenses in case of death.

N.B. It is indispensably necessary that this Certificate should be regularly delivered, frequent inconvenience having arisen from its omission.

2. *Form of a general Deputation from one Subscriber to another, in order to entitle him to recommend Patients, in the stead of such Subscriber; which Deputation must be left with the Secretary to the Infirmary.*

To the Governors of the Leicester Infirmary.

GENTLEMEN,

I hereby authorize A.Z. to recommend patients for me, and in my right, to the Leicester Infirmary, until a recommendation shall be signed by myself, or this authority be otherwise revoked.

I am, Gentlemen,

Yours respectfully, A.B.

3. *Form of a Recommendation from one authorized to recommend Patients by Deputation.*

GENTLEMEN,

I recommend to your examination, A.B. of the township or parish of _____ whom I believe to be a real object of charity, and desire he may be admitted an Out (or In) patient of the Infirmary, if duly qualified. I send this for and in the right of A. B. Esq. pursuant to the authority by him given to,

Gentlemen,

Yours respectfully, &c.

4. *Form of an Answer, when any one recommended to be an In-patient, is judged more proper to be an Out-patient; or an Out to be an In-patient.*

SIR,

In pursuance of your recommendation, A.Z. has been examined, but is not admitted as an _____ patient; as it has been judged more proper to make him (or her) an _____ patient.

I am, Sir,

Yours respectfully,

Chairman.

5. *Form of an Answer when the Infirmary is full.*

SIR,

I am to acquaint you, that A.Z. recommended by you for an In-patient, cannot yet be received into the Infirmary for want of room; but according to our Rules, is now entered on the books, and for the present made an Out-patient, and will be received into the House on the* vacancy.

I am, Sir,

Yours respectfully,

Chairman.

* It is to be expressed, whether on the first, second, third, or fourth vacancy.

6. *Form of a Letter to be sent to the Recommender, when a Patient is regularly discharged.*

LEICESTER INFIRMARY.

SIR,

I am to acquaint you, that A.Z. who was admitted an In (or Out) patient, on your recommendation, in pursuance of the Rules of this Infirmary, is this day discharged, after having been in the Infirmary (or, if an Out-patient, on our books) months, and has received [a cure, or relief, or is no better, mentioning whatever may be the circumstance].

I am, Sir,

Your obedient servant,

Secretary.

7. *Form of a Notice to be sent to the Recommender, when a Patient is discharged for Irregularity or Non-attendance.*

LEICESTER INFIRMARY.

SIR,

The Committee, on examination, being fully assured of the irregular behaviour, or wilful non-attendance (if an Out-patient) of

10. *Form of the Treasurer's Receipt to Subscribers.*

Received of the sum of for Year's Subscrip-
 tion, commencing from the 1st of January, 18 towards the
 support of the General Infirmary at Leicester, for the relief of the
 sick and lame poor, from whatever county recommended.

Treasurer.

Or for A.B. Treasurer C.D.

By the Rules of the Infirmary, all Subscriptions are considered to be *payable in advance*.

11. *Form of leaving a Legacy to the Infirmary.*

I give and bequeath unto A.B. and C.D. the sum of
 upon trust, to pay the same to the Treasurer of the Leicester
 Infirmary, which sum I charge on my *pure personal* estate, and
 desire it may be applied to the charitable uses of the said Infir-
 mary, for which, on payment, the Treasurer's receipt shall be a
 sufficient discharge.

12. *Form of a Monitory Letter.*

Leicester Infirmary Board Room.

SIR,

Pursuant to the Rules of this Institution, I am directed to
 acquaint you, that it appears by the Treasurer's Books that your
 subscription of per annum has not yet been received for
 the year . It will therefore be deemed a favour, if you will
 be pleased to pay it to the Treasurer or to his account as Treasurer
 at Bank, Leicester, at an early day.

I remain, Sir,

Your obedient servant,

Secretary.

13. *Form of the printed Notice to be given to every Out-patient.*

LEICESTER INFIRMARY.

You are to attend _____ at the Infirmary every _____ at _____ o'clock precisely, and at no other time, unless something extraordinary seems to render more frequent advice necessary, in which case you must apply to the House Surgeon any morning at a quarter before nine o'clock.

If you neglect attending twice in succession, you will be discharged.

N.B. You are to bring back every week, whatever medicines you have left, together with the bottles, phials, and gallipots.

14. *Form of Proxy by a Lady.*

I _____ of _____ in the _____
 of _____ one of the Governors of the Leicester Infirmary,
 hereby appoint _____ of _____ in the _____
 of _____ to be my Proxy to vote in such manner as he may
 think proper at the Election of (*here describe the Election to take place*) at the meeting of the Governors of such Institution on the
 _____ day of _____ 18 _____ or at any adjournment or
 adjournments thereof. In witness whereof I have hereunto set my
 hand this _____ day of _____ 18 _____
 Signed,

RULES

FOR THE

HOUSE OF RECOVERY FROM FEVER

ASSOCIATED WITH THE LEICESTER INFIRMARY.

All Subscribers of one guinea or more annually, or of ten guineas or more in one donation, shall be Governors of this Institution.

REGULATIONS FOR THE ADMISSION OF PATIENTS, &c.

1

THE House of Recovery shall be open for the reception of patients every day ; and all poor persons and domestic servants, labouring under continued fever, and residing in the town or county of Leicester, shall be considered proper objects of the charity, but the term *continued* fever must not be taken to include eruptive fevers, (such as small pox, scarlet fever, measles, and erysipelas) or epidemic Cholera.

Persons not in indigent circumstances shall pay the sum of three guineas.

2

On each patient's admission he shall bring the certificate of a medical man, with such other particulars as the Weekly Board, in conjunction with the Medical Officers, may require, that he believes the disease to be continued fever: that no more, or only so many more, of the family in which the patient resides, are at present infected; and that the whole of the family consists of so many persons. He shall also bring with him the underwritten engagement, signed by a parish officer, or some substantial house-keeper; unless a general undertaking to the like effect shall have been given by the Board of Guardians of the Poor Law Union, or by the Overseers of the Parish in which the residence of such patient shall be situate; "I hereby undertake to remove A.
"B. from the Leicester House of Recovery
"from Fever, on receiving notice for that purpose from
"the Secretary, or House Surgeon; and to pay the
"funeral Expenses in case of h death. And I
"engage that the house from whence the patient is
"removed shall be lime-washed immediately and
"thoroughly."

3

If any application be made at the same time by a patient who is the only infected person of a family, and by another in whose family more than one is infected, the preference shall be given to that patient, who is the only one in the family infected.

INTERNAL REGULATIONS.

4

There shall be at the House of Recovery a wooden litter, with a moveable linen cover or lining, or a hand carriage, in which the Patients residing in or near Leicester may be carried : there shall also be for the accommodation of distant patients, a four-wheeled, one-horse carriage on springs, the horse to be provided by the friends of the patient. No patient will be admitted into the House who is brought in a hired carriage.

5

Every patient before being admitted into the wards shall be examined and approved by the House Surgeon, or one of the clinical clerks deputed by him.

6

All secretions shall be immediately removed from the wards, and all linen shall be disinfected by such process as the Physicians shall direct, before being sent to the washhouse.

7

If any Officer or Nurse, shall know that a patient has left his or her ward without permission of the Physician, or House Surgeon, he or she shall at once inform the House Surgeon, who shall report the same to the next Weekly Board.

8

The appointment of the diet of the patients being under the regulations of their respective Physicians, no other provision or liquor shall be brought into the House to the patients.

9

There shall be as many Nurses as the varying circumstances of the Institution shall from time to time require, who shall be under the direction of the House Surgeon and Matron.

10

The outer door shall be locked by nine o'clock at night, and the keys delivered to the Matron.

The Porter shall convey or fetch provisions or other necessaries; he shall prepare the baths, and perform such others as may be required of him.

11

No relation or acquaintance shall be permitted to visit the patients, without an order from one of the Physicians or House Surgeon.

12

The Nurses shall not absent themselves from the House of Recovery (except by permission of the House Surgeon); and they are altogether prohibited from receiving visits.

13

The clothes and linen of patients shall be carefully aired and disinfected before the patients or their friends take them from the House.

14

The Nurses of this Institution shall have no intercourse with the Infirmary, but such as may be necessary for procuring medicine, unless with the consent of the Physicians or the House Surgeon; nor shall the Nurses or Servants of the Infirmary (with the exception of the Porter) be admitted, on any account, into the House of Recovery.

15

When a patient dies, the body shall be removed as soon as possible into the detached building appropriated to that use, and the friends shall be desired to proceed to interment as early as is consistent with propriety.

16

The Nurses and Porter shall be hired and dismissed by the Weekly Board; and every Nurse, or other Servant, disobeying any of these Rules or Directions, shall be liable to dismissal, and forfeit all wages then due.

